

# Lt. Governor's Writing Awards Program, 2008

## Instructions - Districts

The Lt. Governor's Writing Awards Program usually begins in October in the schools as teachers work it into their fall curriculum in such a way that the classroom work is completed before the Christmas holidays. Scoring and judging may be done in January. This is a suggested timeframe, but the winning essay and forms are due in our office on **February 15, 2008**.

As the District Coordinator, you will work with your fifth and eighth grade teachers to inform them of the essay topics, procedures, time sequence, and to assure that deadlines are met. Any information or questions regarding district matters should come from you to me.

The list for certificates is due in EXCEL form to me at the same time as the winners' information: **February 15**. The completed certificates will be mailed to the District Coordinator -- this will avoid confusion with the schools and the district office, and be much simpler for our office. Please remember that we print approximately 10,000 certificates.

The writing program will be highlighted with a statewide recognition ceremony on **April 14, 2008**, in Columbia, to which the winner's and their family, district superintendents, principals, teachers, and writing coordinators will be invited. The writing workshop will be in June.

Please be sure to read all the information and instructions before beginning the program.

### General Information for the Writing Coordinator

- Disburse the writing material to the teachers in a timely manner to be included in the fall curriculum.
- The district writing coordinator will select a committee to anonymously choose each school's winning essay and a committee to choose the district's winning essay. (See Scoring Info, Judging Criteria, Awards Level.)
- Each class will have only one winning essay, which will be submitted for judging as the school's winning essay.
- The winning school essay will be submitted to the to the district writing coordinator for selection of the District Winner.
- After the District Winners have been chosen, submit two copies each of the fifth and eighth grade winners' essays to the Lt. Governor's Office by February 15 using the Winner's Form. *Be sure to retain a copy of the essay in the school files and send one to the parents/guardian.*
- District Winners will be recognized at one statewide meeting on April 14, 2008. Be sure to complete all information on the Winner's Form, including parents' addresses.
- District Winners will be invited to a Writing Workshop in June in Columbia. Invitations will be mailed to the student's home address.

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**Certificates:** The Writing Coordinator will compile a master list of the class winner(s) and the school winner and submit to our office for certificates.

- The master list should be done in EXCEL and e-mailed to [couries@scsenate.org](mailto:couries@scsenate.org).
- Send only one copy of the list -- do not send duplicate copies! Receipt will be confirmed. If you have not received that confirmation within 10 days, please let me know.
  - Our office recognizes over 10,000 students with certificates each year and it is difficult to eliminate duplications when they arrive through several media on different days and are worked on by several interns.

### Writing Procedures

- Essays must be written using the topics provided for each grade, with the topic as the title of the essay.
- It is recommended that teachers follow the writing process normally used in the classroom.
- Allow 60 minutes for writing a draft copy and 60 minutes for writing the final copy. This process may be spread out over several days, allowing 10-15 minutes of writing on different days.
- The use of computers is allowed, however, ALL work must be done in the class with close supervision by the teacher. This is a good opportunity to touch upon plagiarism.
- Length of essays: 250-400 words
- Adhere closely to the Rubric Scoring Chart. A copy is included.

NOTE: Because the winning essays will be published, please be sure they are of the highest quality, with correct English, punctuation, and spelling; clean and clear copies with no smudges; and dark, legible writing suitable for publication.

### What to submit to the Lt. Governor's Office:

Be sure to include the following for each grade:

Two copies of the essay

One copy of the District Winner form

One copy of the parental permission form

Regarding this information, do NOT fax, e-mail AND mail a hard copy. One set by mail is sufficient. Send the complete packet in one mailing. *Adhere to the deadline.*

### What's in this packet of information?

Attachment 1 - Welcome Letter

Attachment 2 - Timeline and Scoring

Attachment 3 - Instructions and Information

Attachment 4 - Essay Topics

Attachment 5 - Winner's Form

Attachment 6 - Permission Form

Attachment 7 - Rubric Scoring Sheet

Attachment 8 - EXCEL Spreadsheet for Certificates

*If you have questions, please contact Sandra Courie, State Coordinator for the Writing Awards Program:  
803-734-2080 or [couries@scsenate.org](mailto:couries@scsenate.org).*